

Small Procurement

Section 1 –General Information			
Small Procurement Number: (ADPICS PO Number)	J01P1600074 – (SR# 1432685 MDOT USE ONLY)		
PORFP Type: (Select one category from drop down list)	Fixed Price		
Functional Area/s (FA) for this PORFP: (Check all that apply)	<input type="checkbox"/> FA I (Microcomputers / PCs / Servers / Associated Peripherals) <input type="checkbox"/> FA II (Printers / Associated Peripherals) <input type="checkbox"/> FA III (Network Communication Equipment) <input type="checkbox"/> FA IV (Installation / Training) + FA I <input type="checkbox"/> FA VI (Security / Cameras / Associated Peripherals) <input type="checkbox"/> FA IV + FA II <input type="checkbox"/> FA IV + FA III <input type="checkbox"/> FA IV + FA V (Manufacturer's Extended Warranty) <input type="checkbox"/> FA IV + FA VI <input checked="" type="checkbox"/> FA V <input type="checkbox"/> FA VI (Security / Cameras / Associated Peripherals)		
Manufacturer Name	F5 Networks, Inc.		
Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)	No		
Minority Business Enterprise (MBE) Goal for FA IV Below (See "Hardware Master Contract MBE Participation Worksheet"):			0 %
PORFP Issue Date: mm/dd/yyyy	11/10/2021	PROPOSAL DUE DATE and TIME:	11/16/2021 2:00pm (EST)
Place of Performance:	MDOT/OTTS		
Special Instructions:	1. Please submit any documents that require a signature with your bid in a word document (software agreement, professional service agreement, terms/conditions, etc.). Failure to do so may result in rejection of your bid. 2. Please submit warranty terms with your bid. Failure to do so may result in rejection of your bid. 3. All bids must be password protected. Within 72 hours of receiving your bid, the procurement officer will send an email requesting the password to your bid. 4. Bids must be received by the procurement officer by the due date in the solicitation. Bids that are not received by the due date will not be accepted. 5. You must fill out a no bid form if your firm elects not to bid		
Security Requirements (if applicable):	n/a		
Invoicing Instructions:	SEND INVOICE TO: OTTSFINANCE@MDOT.MARYLAND.GOV		

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Section 2 – Agency Point of Contact (POC) Information				
Agency / Division Name:	MDOT-TSO			
Agency POC Name:	Sheryl Robinson	Agency POC Phone Number:	410-865-1389	
Agency POC Email Address:	Srobinson5@mdot.maryland.gov	Agency POC Fax:		
Agency POC Mailing Address:	7201 CORPORATE CENTER DR, HANOVER MD 21076			
Section 3 – Delivery Address / Work Site POC Information (if different from above)				
Agency On-site Contact Name:	DANIEL MUELLER	Agency On-site Phone Number:		
Agency On-site Email Address:		Agency On-site Fax:		
Agency On-site Address:	7201 CORPORATE CENTER DR, HANOVER MD 21076			
Section 4 – Scope of Work				
FA I – Microcomputers, PCs, Servers, and Associated Peripherals (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)				
*Business Need / Required Functionality				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1.				
2.				
3. (insert additional rows as needed)				
FA II - Printers and Associated Peripherals (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)				
*Business Need / Required Functionality				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1.				
2.				
3. (insert additional				

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rows as needed)				
FA III - Network Communication Equipment (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)				
*Business Need / Required Functionality				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1.				
2.				
3. (insert additional rows as needed)				
FA IV – Installation and Training Services (Provide a detailed description of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA IV value.				
Installation / Training Services		Deliverables	Start Date mm/dd/yyyy	End Date mm/dd/yyyy
1.				
2.				
3. (insert additional rows as needed)				
FA V - Manufacturer's Extended Warranty (Provide a detailed description of warranty requirements and deliverables)				
Warranty Requirements		Deliverables	Start Date mm/dd/yyyy	End Date mm/dd/yyyy
1. F5 LOAD BALANCER MAINTENANCE RENEWAL – SEE EMAIL ATTACHMENT FOR SPECIFICATIONS			12/9/2021	12/8/2022
2.				
3. (insert additional rows as needed)				
FA VI – Security, Cameras and Associated Peripherals (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)				
*Business Need / Required Functionality				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1.				
2.				

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3. (insert additional rows as needed)				
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)				
Evaluation Criteria				
1. Small Procurement Terms				
2. PRICE				
3. ADHERENCE TO THE SPECIFICATIONS				
4. Special instructions #1 - #5				
<p style="text-align: center;">Basis for Award Recommendation</p> <p>Evaluation criteria for award will be established at the Small Procurement level. Small procurement will be awarded in accordance with the small procurement regulations in Comar 21.05.07. The agency POC will recommend award to the vendor whose bid is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the Small procurement. The agency POC will initiate and deliver a PO to the selected Master Contractor.</p>				